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DDA 76-3463

14 July 1976

MEMORANDUM FOR THE RECORD

FROM : John F. Blake
Deputy Director for Administration

SUBJECT: First Quarterly Meeting of State/CIA Senior
Administrative Personnel

1. At the suggestion of John Thomas, the Departmental Assistant Secretary for Administration, the first quarterly meeting of senior administrative counterparts of State and CIA took place on Thursday, 8 July. The meeting was opened by Larry Eagleburger, the Deputy Undersecretary of State for Management. He spoke the usual gracious words and after several minutes departed.

2. For the first meeting of its type I was rather satisfied with its results. It is too early to tell what ultimate good this forum may produce. The number of people involved, and the number of functions represented, do present a challenge. It may well be, after another two meetings, that some organizational schematics may be determined so that we would eventuate with a series of sub-groups that would meet on a functional and/or geographical basis between the quarterly meetings of the entire group. It was determined that the next session will be held in the Agency. Because of the size of the group, and the lack of a suitable, standard conference facility in the Agency to allow all to sit at the same table, I will have a temporary conference facility established in Room 1A-07 of the Headquarters Building.

3. Attendees at the group were:

DEPARTMENT OF STATE

John M. Thomas	Asst. Secretary for Administration
Willis E. Naeher	Communications
Victor H. Dikeos	Security
Orlan C. Ralston	Foreign Buildings Operations
Daniel L. Williamson	Budget & Finance
John S. Connally, Jr.	Exec. Director NEA
Joan Clark	Exec. Director EUR
Gregory Kryza	Exec. Director AF
Ralph Scarcutt	Exec. Director EA
Sanford Mentor	Exec. Director IO
Karl Ackerman	Exec. Director ARA

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CENTRAL INTELLIGENCE AGENCY

John F. Blake

Thomas B. Yale

Robert W. Gambino

Deputy Director for Administration

Director of Finance

Director of Communications

Director of Security

Chief of Support, Africa Division

Chief of Support, LA Division

Chief of Support, Near East Division

Chief of Support, East Asia Division

Chief of Support, ~~Soviet-East~~

European Division

Special Support Assistant, DDA

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4. We had previously suggested in correspondence to John Thomas three general agenda items and they were the ones discussed:

- a. A brief description of both agencies' administrative systems
- b. Development in the field of counter-terrorism
- c. Any new concepts in overseas management

5. The following does not purport to be "minutes of the meeting" but identifies points brought up by various individuals which appeared to be of some import. John Thomas mentioned the somewhat recent establishment of the "Priorities Policy Group" within the Department, a mechanism that would allow issues with resource-related implications to come under a senior group for resolution. I was struck with the similarity of the mission of this element and the mission, as I understand it after several discussions with Hank Knoche, that he has in mind for the new Executive Advisory Group. It could be in the future that mutual issues decided upon by this administrative working group could eventually go to these senior bodies in both agencies for the adoption of either a mutual position or the identification of points of divergence.

6. The major topic was counterterrorism and, specifically, the need for State and CIA to adopt more common policies and standards to approach this matter. State has been under some pressure from the Senate Foreign Relations Committee to come forward and explain their program. They are also on the defensive with the Congress concerning the murder of the U.S. Ambassador and the Economic Counsellor in Beirut. After all the grandiose policy statements were made concerning the program some of the hard facts that emerged were as follows:

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- a. Local guards, for a variety of reasons, are not the answer to affording physical security protection to U.S. officials abroad. One of the problems of hiring guards is the expense involved. State has now developed the policy that when embassies wish to hire guards, they have to do it within the constraints of the total personnel monies allotted to the embassy

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[REDACTED]

- b. The problem of identifying the potential of terrorism in any area leading to a determination that the furnishing of physical security safeguards will be done at government expense is far from solved. After a bit of pushing, Thomas did admit that their policy is "ad hoc based on the local situation at any given time."

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[REDACTED]

8. As a result of conversations and agreements between [REDACTED] and myself, this Directorate is establishing a small task force to identify ways and means to implement some of the recommendations that have come out of the State/Agency

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senior group studying the [REDACTED] problem. Support Chiefs in the Area Divisions will play a significant role in this matter. I have put Mike Malanick in charge of this task force. A copy of this memorandum has been forwarded to him so that the group may also take under its cognizance the physical security matters pertaining to counterterrorism.

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[REDACTED]

John F. Blake

cc: DDCI
ER
D/OF
D/OC
D/OS
C/Support/AF
C/Support/LA
C/Support/NE
C/Support/EA
C/Support/S-E
SSA-DDA
C/CCS

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) First Quarterly Meeting of State/CIA Senior Administrative Personnel			
FROM: John F. Blake DD/Administration Room 7D-24, Headquarters		EXTENSION 5454	NO. DDA 76-3463
			DATE 14 July 1976
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDCI Room 7D-60		7/24 JLB	R Hank:
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3. DDA	30 JUL 1976		
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Att

John F. Blake

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